

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE MANUAL 32-2003

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Civil Engineer



**THE FIRE FIGHTER CERTIFICATION
PROGRAM**

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OPR: HQ AFCESA/CEXF
(Mr. Hugh Pike)

Certified by: HQ AFCESA/CC
(Colonel Peter K. Kloeber)

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This manual provides the authority and directive requirements for the Fire Fighter Certification Program. It applies to all personnel involved in the development and implementation of fire fighter certification at Air Force installations. This manual interfaces with Department of Defense Instruction (DoDI) 6055.6, *Department of Defense Fire and Emergency Services Program*, Air Force Policy Directive (AFPD) 32-20, *Fire Protection Policy Directive*, and Air Force Instruction (AFI) 32-2001, *The Fire Protection Operations and Fire Prevention Program*.

Chapter 1

INTRODUCTION

1.1. Scope. This manual outlines the Fire Fighter Certification Program. It is not the intent of this document to conflict with, be used in lieu of, or supersede other Air Force training directives. This program is part of the Department of Defense (DoD) Fire Fighter Certification Program and is the only program that will be used by the US Air Force. Report any conflicts to HQ AFCESA/CEXF, 139 Barnes Drive Suite 1, Tyndall AFB, Florida 32403-5319.

1.2. Purpose. The purpose of this program is to enhance the training process, improve performance, and strengthen the professionalism of all Air Force fire fighters. The program measures the competence of fire fighters and provides a quality control element for the training process. These measurements and quality control elements will be accomplished through the administration of standardized written and performance evaluations. This comprehensive program uses the National Fire Protection Association's (NFPA) national consensus professional qualifications standards. The Air Force will develop standards when NFPA standards do not exist for specific positions.

1.3. Professional Qualifications. This program meets the NFPA professional qualifications standards as outlined in the 1000-series standards.

1.4. Eligibility. Military and civilian fire fighters, including civilian contractors who pass the written and performance evaluations, are eligible for certification. Eligibility for an individual to be administered the written and performance evaluations is based upon completion of a study program. This study program can be formal classroom instruction, formal schools, a self-study program, or a combination of these. The program will not be used to render invalid any rank, qualification, certification, or appointment acquired prior to the implementation of this program.

1.5. Authority. DoDI 6055.6, *Department of Defense Fire and Emergency Services Program*, contains the requirement and authority for implementing the Fire Fighter Certification Program. This program was approved as the Air Force upgrade and on-the-job (OJT) training program by HQ USAF/DPPE, office of primary responsibility for the Air Force.

1.6. Administration. The certification program will be administered and operated by HQ AFCESA/CEXF, 139 Barnes Drive Suite 1, Tyndall AFB, Florida 32403-5319 (hereafter referred to as the Administration Center).

1.7. Performance Evaluation. The use of the term performance evaluation in this manual does not refer to or relate in any way to performance appraisals of the performance management systems required in 5 U.S.C., Chapter 43 or C.F.M. Part 430. The requirement to pass appropriate Fire Fighter Certification should not be made part of any performance or work plan used under these authorities. However, the requirement to become and remain a DoD certified employee will be a condition of employment and so reflected in the position description.

1.8. Civilian Levels. Civilian employees, GS-0081 series, and contractor personnel are required to attain specific certification levels. The specific levels and time frame to attain these certification levels are as follows:

POSITION	TIME ALLOTTED* PER CERTIFICATION LEVEL	CERTIFICATION LEVELS
Fire Fighter	12 months	Fire Fighter I, II
		Airport Fire Fighter**
Driver/Operator	12 months	Apparatus Driver/Operator for
		Pumper and ARFF vehicles**
		Aerials/Tillers***
Lead Fire Fighter (Crew Chief)	12 months	Fire Officer I
		Fire Instructor I
		Fire Inspector I
Fire Inspector	12 months	Fire Inspector I, II
		Fire Instructor I
Station Chief	12 months	Fire Officer II
		Fire Instructor I
		HAZMAT Incident Commander
Assistant Chief (Operations)	12 months	Fire Officer III****
		Fire Inspector II
		Fire Instructor II
		HAZMAT Incident Commander
Assistant Chief (Training)	12 months	Fire Instructor III
		Fire Officer III****
		Fire Inspector II
		HAZMAT Incident Commander
Assistant Chief (Fire Prevention)	12 months	Fire Inspector III
		Fire Instructor II
		Fire Officer III
		HAZMAT Incident Commander
Assistant Chief (Ops/Readiness)	12 months	Fire Inspector II
		Fire Instructor II
		Fire Officer IV****
		HAZMAT Incident Commander

POSITION	TIME ALLOTTED* PER CERTIFICATION LEVEL	CERTIFICATION LEVELS
Fire Chief	12 months	Fire Officer IV****
		HAZMAT Incident Commander
		Fire Instructor II
		Fire Inspector II
MAJCOM/FOA/Air Staff	12 months	Fire Officer IV****
		Fire Instructor II
		Fire Inspector II

*A 4-month extension can be obtained for each course in accordance with USAF Extension Course Institute Catalog Instructions.

**Not required for installations with no flying mission. However, if the individual ever relocates to a base with a flying mission this certification level must be satisfied.

***Only required for bases with an Aerial/Tiller vehicle assigned.

****Within 12 months of availability.

Chapter 2

PROGRAM DESCRIPTION

2.1. Objectives. The Fire Fighter Certification Program objectives are:

- Satisfy formal and upgrade training requirements through a nationally accredited training and certification program.
- Provide quality fire protection services for Air Force assets.
- Improve the quality of training for all Air Force fire fighters.
- Standardize the quality and efficiency of training programs.
- Provide national professional recognition for Air Force fire fighters.
- Provide a comprehensive and fair career progression program for both military and civilian fire fighters.
- Encourage and enhance the professional development of fire fighters.

2.2. Standards. The NFPA 1000-series standards are used as the framework for this program. The standards are developed at the level of performance required for a fire fighter to function effectively. Major commands and fire chiefs may establish separate training and non-certification evaluation programs for requirements unique to their specific operation. Additional requirements of this nature are not an official part of the certification program.

2.3. Evaluations. Knowledge objectives are examined through objective evaluations and with a predetermined level (65) percentile denoting the passing score. Manipulative skill objectives are examined through a process of practical evaluations and are graded on a pass/fail basis.

2.3.1. Career Development Course (CDC) examinations are administered in accordance with AFI 36-2201, *Developing, Managing, and Conducting Training*.

2.3.2. Performance evaluations (not to be confused with the Air Force Civilian Personnel Performance Appraisal System) have been developed for each of the certification levels with objectives that are best evaluated by the demonstration of a skill. Each objective is evaluated through the accomplishment of tasks that are further detailed in elements or steps required for successful task accomplishment. The performance evaluations are part of the CDCs administered at base level and follow specific guidelines, checklists, procedures, and policies. As with the written evaluations, the performance evaluations are based on the NFPA 1000-series standards, enhanced as necessary to meet operational requirements. The skills are identified as critical, major, and general.

2.3.2.1. Critical. The critical "C" rating is assigned to items which, if omitted or performed incorrectly, would result in severe injury or death. Should a fire fighter fail to perform any one item rated critical, the fire fighter would be unsuccessful in attaining the required proficiency level for that standard.

2.3.2.2. Major. The major "M" rating is assigned to items which are very important to the general safety of personnel and the successful completion of the evolution. Should a fire fighter fail to perform any three items rated "major," the fire fighter would be unsuccessful in attaining the required proficiency level for that standard.

2.3.2.3. General. The "general" rating (which has no symbol) has been assigned to all remaining items that in combination are relevant to the successful completion of the evolution. Should a fire fighter fail to perform any four items rated as "general," the fire fighter would be unsuccessful in attaining the required proficiency level for that standard. Should a fire fighter fail to perform any combination of "major" or "general" rated items for a sum total of four, the fire fighter would be unsuccessful in attaining the required proficiency level for that standard.

2.4. Prerequisites. To be eligible to take the written examination, personnel must enroll in the CDC for that specific certification level. Additional prerequisites are included in Chapter 4 of this manual.

2.5. Initial Certification. Air Force fire fighters will be grandfathered into the certification program as the Administration Center receives accreditation for additional levels. Otherwise, the individual must enroll in the appropriate CDC and successfully pass both the written and performance evaluations.

2.6. Reciprocity. State Certification levels are acceptable if the state is accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Professional Qualifications Board (Pro-Board). Fire fighters holding state certificates desiring certification at a level different from the grandfathered level must provide notarized copies of certificates and documentation that indicate the state is accredited. Forward these documents to the Administration Center.

2.6.1. Fire fighters who hold state certification from a state not accredited by either IFSAC or the Pro-Board must submit a notarized copy of the state certificate and a copy of the course material to the Administration Center. The course material will be evaluated and, if it meets each objective of the applicable NFPA standard, certification will be granted.

2.6.2. Hazardous materials (HAZMAT) levels as outlined in NFPA Standard 472 (Professional Competence of Responders to Hazardous Materials Incidents) will not be grandfathered nor will external certificates be accepted. However, if an individual has received the training for a specific level and the Fire Chief certifies that the individual has met the annual refresher requirements then the individuals may challenge the test through the Civil Engineer CerTest System.

2.7. Requirements. The following certification levels are required for the particular AFSC or position. These levels are included in the career field education and training plans. These levels coincide with AFI 36-2108, *Airman Classification*, the Specialty Training Standard, and civilian qualification standards.

2.7.1. Semi-Skilled Fire Fighter, AFSC 3E731 - Fire Fighter I.

2.7.2. Skilled Fire Fighter, AFSC 3E751 - Fire Fighter II, Apparatus Driver/Operator, and Airport Fire Fighter, if applicable.

2.7.3. Crew Chief, AFSC 3E771 - Fire Officer I, Fire Instructor I and Fire Inspector I.

2.7.4. Station Chief - Fire Officer II, Fire Instructor I and HAZMAT Incident Command.

2.7.5. Fire Inspector - Fire Inspector Fire Inspector I or II, depending on qualifications and Fire Instructor I.

2.7.6. Assistant Chiefs:

- Ops and Readiness - Fire Officer IV, Fire Instructor II, Fire Inspector II and HAZMAT Incident Command

- Operations, AFSC 3E791 - Fire Officer III, Fire Instructor II, Fire Inspector II and HAZMAT Incident Command.
- Fire Prevention - Fire Officer III, Fire Inspector III, Fire Instructor II, and HAZMAT Incident Command.
- Training - Fire Instructor III, Fire Officer III, Fire Inspector II and HAZMAT Incident Command.

2.7.7. Fire Chief - Fire Officer IV, Fire Instructor II, Fire Inspector II and HAZMAT Incident Command.

2.7.8. Major command fire protection staffs, field operating agency staffs and fire chiefs (military AFSC 3E700) - Fire Officer IV, Fire Instructor II, Fire Inspector II and HAZMAT Incident Command.

2.7.9. Other standards will be added as they are developed. These include: Rescue Technician, Fire Officer III and IV, Readiness, Wildland Fire Fighter, Public Telecommunicator, Shipboard Fire Fighter, Public Fire Educator and other standards designed to expand the knowledge, education, and capabilities of Air Force fire fighters.

Chapter 3

PROGRAM MANAGEMENT

3.1. Responsibilities. HQ AFCESA/CEXF, 139 Barnes Drive Suite 1, Tyndall AFB, Florida 32403-5319, is responsible for the management and administration of the Fire Fighter Certification Program. The Administration Center shall:

- Establish procedures that ensure program security.
- Serve as the focal point and interface with the career field training manager (HQ AFCESA/CEO), the Extension Course Institute (ECI), HQ USAF/DPPE, and other DoD and federal entities.
- Serve as the focal point to the USAF Fire School for all fire protection training matters. Ensure the courses offered at the USAF Fire School are aligned in accordance with the certification program and NFPA standards.
- Develop and maintain all fire protection CDCs.
- Manage the process to ensure performance evaluations are administered in a fair, secure manner and comply with the guidelines and procedures as outlined herein.
- Maintain accredited agency status and membership with the IFSAC.
- If appointed, serve on the Board of Governors for the IFSAC.
- Participate as a site team member when requested to do so by the Administration Office of the IFSAC.
- Provide the IFSAC Administration Office with the names, levels of certification, seal numbers, dates of certification, and the social security numbers (or equivalent) of individuals being certified.
- Notify IFSAC of the date and location of performance evaluations.
- Maintain and update the Certification Information Management System (CIMS) database.
- Provide program summaries on an as-required basis to users.
- Budget, fund, issue, and control certificates.
- Supply course materials and test items to ECI in an agreed-upon format not less than 120 days prior to course activation date.
- Supply ECI with issue averages to ensure an adequate inventory of CDC materials.
- Notify ECI when course information becomes available or revisions, supplements, or new courses are planned.
- Provide designs for the training aids/mock-ups necessary to conduct performance evaluations.

3.2. Major Command Fire Protection Offices. Major Command Fire Protection Offices shall:

- Provide support to the Administration Center as required.
- Execute and enforce the rules, regulations, and procedures as outlined herein.
- Establish procedures as required within their command to ensure program integrity.

3.3. Base Fire Chiefs. Base Fire Chiefs shall:

- Maintain accreditation of the certification system.

- Ensure the integrity of the certification system.
- Ensure all evaluations are carried out in accordance with required procedures and guidelines.
- Ensure each fire fighter is offered the opportunity to become certified.
- Determine the type of performance evaluations to be conducted and announce and conduct performance evaluations.
- Notify the Administration Center at least ten calendar days in advance of scheduled performance evaluations to allow the Administration Center to notify IFSAC.
- Obtain the equipment, supplies, and task demonstration aids necessary for conducting performance evaluations.
- Ensure individuals taking the performance test are not evaluated by personnel who were instructors for the individual or objective being evaluated.
- Establish a training program for performance evaluators and ensure the qualifications and competence.
- Ensure performance evaluators reinforce the quality of the performance evaluation, and enforce the procedures and guidelines as outlined herein.
- Ensure the results of performance evaluations are treated confidentially.
- Submit application to the Administration Center for certification after all prerequisites have been met and the candidate has successfully passed the written and the performance tests.
- Provide performance testing for Air Force Reserve fire fighters.

3.4. Air Force Reserve Fire Fighters. Air Force Reserve Fire Fighters shall:

- Maintain accreditation of the certification system.
- Ensure the integrity of the certification system.
- Ensure each fire fighter is offered the opportunity to become certified.
- Facilitate certification training for Air Force Reserve fire fighters.
- Schedule performance evaluations with the host base fire chief.
- Ensure results of performance evaluation are treated confidentially.
- Present individuals for performance testing at the scheduled time and location.

3.5. The Lead Evaluator. The Lead Evaluator shall:

- Coordinate the performance evaluation team, and ensure performance evaluations are conducted in a fair, organized, and effective manner in accordance with the rules, procedures, and guidelines.
- Ensure logistic arrangements for the performance evaluations are complete, including notification of the candidates in advance of the dates, locations, and requirements.
- Ensure an appropriate number of evaluators are available, trained, and meet the criteria for performance evaluators.
- Coordinate the performance evaluation process with all concerned organizations.
- Conduct an orientation session for the candidates to include procedures, plans, and safety procedures.

- Conduct an orientation session for the evaluators and determine specific evaluation areas for each evaluator.
- Review the critical, major, and general areas of each performance task with both the evaluators and candidates.
- Coordinate and manage the teams necessary to accomplish performance evaluations.
- Ensure each evaluator is at least a journeyman fire fighter and certified to at least one certification level above the level being evaluated. Additionally, ensure each evaluator has a minimum of one year on-the-job experience in the specific certification level being evaluated.
- Review performance evaluation requirements, and ensure all materials, equipment, and supplies are available and in good working condition.
- Evaluate individual performance.
- Forward documentation to the Administration Center immediately after the completion of the evaluation.

3.6. Evaluators. Evaluators shall:

- Evaluate individual candidate performance using established standards, procedures, and guidelines.
- Assist the lead evaluator in coordinating logistics arrangements for performance evaluations.
- Be trained in the evaluation process and demonstrate knowledge of the types of performance tasks.
- Be at least a journeyman fire fighter and certified at least one level above the level being evaluated. Additionally, have a minimum of one year on-the-job experience in the specific certification level being evaluated.
- Complete the required bookkeeping and documentation.

3.7. Extension Course Institute. The Extension Course Institute's (ECI) responsibilities are defined in AFI 36-2201, *Developing and Conducting Military Training*.

Chapter 4

PROGRAM OPERATION

4.1. General. System credibility depends on the integrity of the evaluation system. To maintain program security, integrity, and accreditation, there must be a controlled evaluation environment and procedures by which personnel can be officially evaluated. These procedures must ensure complete impartiality and confidentiality and be safeguarded against misuse or abuse.

4.2. Quality Assurance. Examiners, evaluators, and certifying officials cannot be directly involved in the training of the candidate or teaching the objectives being evaluated. The Administration Center will periodically perform no-notice quality assurance evaluations of the evaluation process. This could be a joint evaluation conducted by the IFSAC, the Administration Center, MAJCOM, if desired, and a representative of the DoD Fire Protection Coordinating Committee.

4.3. Training. Each individual must complete a training course designed to qualify the individual at the desired level. Acceptable courses include a formal correspondence course offered through ECI or a formal school (i.e., the National Fire Academy, a college, or university) or special training course offered by a number of agencies. The course may also be a semiformal course conducted by (and in) your local fire department, self-study, or a combination of these avenues.

4.3.1. Each certification level is designated a CDC and certification materials are distributed by ECI. Each course is identified by a number and a letter. For example Fire Fighter II, Driver/Operator, and Airport Fire Fighter are identified as course 3E751A, B, and C, respectively.

4.3.2. The Career Development Courses (CDC's) contain instructor guide sheets and the performance test criteria as a supplement. The guide sheets have been developed for each objective within each standard and provide an outline of the NFPA standard objective/content and a list of references for each training objective. The performance test criteria list the task, condition, and attainment standard for each objective that are best demonstrated by actual performance.

4.3.3. CDC enrollment procedures for both military and civilian fire fighters are spelled out in AFI 36-2201, *Developing, Managing, and Conducting Training*, and the ECI catalog. Military members enrolling in CDCs will order the required training material via the unit training manager using the PC-III system, if available. Civilian members enroll at the local education office.

4.3.3.1. Enrollees not on upgrade training have a maximum of 12 months to complete the course. Enrollees on 3E751 upgrade training have a maximum of 24 months to complete all required courses required for skill level upgrade. Course extensions will be processed in accordance with AFI 36-2201 and the ECI catalog.

4.3.4. When enrollment requests are received and processed by ECI, the CDC course materials will be forwarded to the trainer/supervisor for mandatory (military) enrollees and directly to voluntary (civilian) enrollees. The course examination will be forwarded to the test control facility (TCF) IAW AFI 36-2201 and ECI catalog procedures. The TCF secures and administers the course exam in accordance with applicable directives.

4.4. Evaluations. The successful completion of both a written and a performance evaluation is required before certification at a given level is conferred on an individual.

4.4.1. Written evaluations have been developed for all levels of certification. These evaluations are designed to measure an individual's knowledge against predetermined objectives for a specific standard. When the individual is ready to take the final exam, the unit training manager will schedule the test through the test control facility. Civilian members must schedule their final exam with the base education office. The test control officer is responsible for mailing the exam to ECI for scoring. ECI notifies the test control officer or the enrollee (depending on the type enrollment) of the results with a feedback postcard. When all required courses have been successfully completed, the fire chief will notify HQ AFCESA/CEXF of the scheduled performance testing. As a cross-reference, ECI will furnish HQ AFCESA/CEXF a report of test results. Written evaluations will be administered by ECI in the same manner CDCs have been administered in the past. Failure to achieve a grade of 65 percent will result in course failure.

4.4.1.1. When an individual on upgrade training receives an unsatisfactory score, the unit commander, assisted by the unit training manager or base training unit, interviews the trainer, the supervisor, and the trainee to determine the reason for failure and corrective action required in accordance with AFI 36-2201. The trainee will be scheduled to retake the course exam. Second time course failures for mandatory enrollees are also addressed in AFI 36-2201 and AFI 36-2102, *Military Classification Policy*.

4.4.1.2. See the ECI catalog for restrictions when an individual who is voluntarily enrolled in a course fails the course for the second time or fails to complete the course.

4.4.2. The performance evaluation is designed to measure a candidate's competence in completing specific tasks, as measured against predetermined NFPA consensus standards. Each candidate will be evaluated based upon the materials and guidance provided. Failure to do so puts the entire program at risk and could result in a loss of accreditation.

4.4.2.1. Performance evaluations are administered after each course is completed and will be conducted by qualified fire protection personnel. Regional performance evaluations are the preferred method of accomplishment. When there is no reasonable way for this to be accomplished or in the absence of another nearby DoD installation, performance evaluations may be conducted by the fire protection flight. Additionally, performance evaluations may be conducted by local municipal, state, county, or city fire departments. If performance evaluations are conducted within the department, the fire chief must ensure they are conducted properly and do not jeopardize the security, validity, credibility, or accreditation of the Fire Fighter Certification Program.

4.4.2.2. Performance evaluations will not be administered to anyone who has failed the written evaluation. Personnel failing the performance evaluation will have an additional opportunity within 90 days to retake the test. Second time performance test failures are treated the same as second time written test failures as outlined in AFI 36-2201 and AFI 36-2102.

4.4.2.3. Adequate facilities and equipment must be available for each skill area to be evaluated. Proper safety precautions and other local directives must be followed.

4.4.2.4. To comply with the IFSAC's bylaws and to ensure continued accreditation, the following is required:

- When a base/location has a number of candidates ready for specific performance evaluations, the fire chief will notify the Administration Center at least ten days before the testing is scheduled. This should be done as early as possible to allow the IFSAC to observe the testing, if they desire.

- At the conclusion of performance testing, the fire chief will forward the results to the Administration Center. The results of the performance test can be forwarded to the Administration Center electronically or recorded on a copy of the performance test record. If the notification is by letter or electronic means, the fire chief maintains the performance test records on file. These records are maintained until the individual is certified at the next higher level.
- When the Administration Center receives the results, the information will be audited to ensure all prerequisites have been met (i.e., testing methods, adequacy of evaluators, and conformance to guidelines). If all is in order, the Administration Center will certify the individual at the qualified level.

4.4.2.5. Fairness and consistency are keys to performance evaluations. Each candidate will be evaluated based on the material and guidelines provided. Evaluations must remain objective.

- Performance evaluations cannot be accomplished by individuals who were involved in conducting the training for the individual(s) or objective(s) being evaluated.
- The date, location, and evaluation method must be announced in sufficient time to allow individuals to be fully prepared. These dates will normally be announced by the base fire chief.

4.4.2.6. Sections and terminology used in the performance evaluations:

- A table of contents is located at the beginning of each performance evaluation along with a station summary sheet. The summary sheet lists the objectives and tasks to be evaluated at that specific station.
- The objectives section lists the requirements of a station that has been identified as requiring performance evaluation. Example: The fire fighter shall demonstrate the removal of injured persons from the immediate hazard area by the use of carries, drags, and stretchers.
- Performance tests are identified by skill test numbers. It is not necessary for individuals to actually demonstrate their competence by performing each and every skill. However, the fire protection flight must be prepared to evaluate each skill test and/or standard objective. As a minimum, the candidate will be evaluated on the skills test identified on the performance test sheets.
- The task section identifies specific tasks an individual fire fighter must successfully demonstrate to complete that performance item. Example: Wearing full protective clothing, including breathing apparatus, in a dense-smoke or limited-visibility environment; demonstrate searching for and removing injured persons using one of the following: extremities carry, blanket drag, or lone rescuer lift and carry.
- The performance condition sets the physical condition under which the task must be carried out. Example: training ground and dense-smoke environment.
- The tools/equipment list describes equipment, supplies, and/or tools necessary to successfully complete the task. Example: full protective clothing, self-contained breathing apparatus, supply of breathing air, rescue mannequin, furniture/obstacles, smoke generator, blanket, extra fire proximity coat.
- The attainment standard sets the time parameters for successful completion of the task. The attainment standards differ depending on the task being performed and the conditions

under which they are to be performed. Example: successful completion of all elements/steps within 15 minutes. Specific time limit for performance completion is indicated on the performance evaluation materials. Each candidate must successfully complete all required tasks within the specified time.

- The elements/steps section lists, in a progressive sequence, the elements or steps required for successful completion of the task.
- In some instances, performance items provide options for the completion of the task. The options available are listed in the Element/Step section. There are two types of options--evaluator option and candidate option. Examples: (a) Evaluator Option. Demonstrate use of one of the following manual forcible entry tools: Pike pole to open a ceiling; breaking a window with an ax; forcing a door with a Haligan tool; opening a wooden, double-hung window with a pry bar; and removing a cylinder from a door using a K-tool and a key tool. (b) Candidate Option. Don self-contained breathing apparatus using either of the following methods: over-the-head method or coat method.
- References and graphics included in the standards column are provided to ensure standardization in evaluating a candidate's performance of each element/step.

4.4.2.7. Candidates may attempt each skill twice. If unsuccessful on the second attempt, they are notified by the evaluators. A candidate may continue with the rest of the test and, at a later date (not more than 90 days) retake the unsuccessful portion of the performance evaluation. The reason for evaluating the attempt as unsuccessful must be noted in the comments section of the performance test record.

4.5. Evaluator Procedures. Evaluators shall conduct the performance evaluation, indicating pass or fail on the performance test record for each task/objective. Each evaluator will describe the task to be completed by the candidate at each station. Each evaluator, while observing the performance, determines if the elements/steps are followed. Upon completion of the task, based on the predetermined criteria, the evaluator determines if the candidate has successfully completed the task. The evaluator then indicates pass or fail on the candidate checklist.

4.6. Certifying Officials. The successful accomplishment of the performance evaluation must be verified by the fire chief. This responsibility shall not be delegated. The fire chief must verify that the performance evaluation was administered in accordance with established guidelines and procedures and that the evaluation results are true. The Air Force Reserve fire chief is the certifying official for Air Force Reserve fire fighters.

4.7. Sequence. For those candidates attempting certification for Fire Fighter I, Fire Fighter II, and Airport Fire Fighter, confirmation of certification in first aid and a CPR card must be submitted to the Administration Center before a certification certificate will be issued.

4.8. Prerequisites. The certifying official is responsible for ensuring all course prerequisites have been met prior to allowing a person to take the required performance test. There are several course restrictions/prerequisites that apply to many of the CDCs. For example, an individual may not enroll in a course at the next higher certification level until he/she has successfully completed all requirements for the current level of certification.

4.9. Certification System Decertification Procedures. A person may be decertified within the DoD system for evaluation compromise or falsifying certification documents. Requests for decertification must be submitted in writing by the installation fire chief and signed by the squadron commander. The decertification package must be forwarded to the MAJCOM fire protection office for coordination. The MAJCOM fire protection office forwards the package to the Administration Center for action. Once decertification action has been requested, the base fire chief will notify the individuals involved and provide them with a copy of the decertification request. Individuals who have decertification actions taken against them have 30 calendar days to appeal the decertification action.

4.10. Certification System Appeal Process. Individuals are allowed to appeal the results of their performance evaluation and decertification action. If an individual appeals the results of a performance evaluation, it must be done in writing and forwarded to the fire chief (Air Force Reserve fire chief for Reserve fire fighters). The fire chief will investigate the circumstances that generated the appeal. Investigation responsibility cannot be delegated. After investigating the situation, the fire chief forwards the findings and recommendations, endorsed by the squadron commander, to the MAJCOM fire protection office for coordination. The MAJCOM reviews the appeal and forwards the package to the Administration Center for resolution. The Administration Center will review and evaluate the circumstances of the appeal and convene the appeals board. The appeals board consists of the Chief, Air Force Fire Protection, one member of the Air Force Fire Protection staff, a HQ AFCESA personnel specialist and the senior enlisted advisor, and a member of the DoD Fire Protection Coordinating Committee. This board evaluates the appeal and provides a ruling/corrective action within 30 calendar days. The individual initiating the appeal may appear before the board to present a brief oral overview of the circumstances surrounding the appeal. The Administration Center is the final authority for certification system appeal actions.

4.10.1. Downgrading or Withdrawing Awarded AFSCs. Specific administrative procedures for downgrading or withdrawing a military member's awarded Air Force Specialty Code are listed in AFI 36-2102, *Military Classification Policy*. Specific procedures for civilian employees who fail to meet the certification process as specified in their position description may be found in AFI 36-1001, *Performance Program*.

4.11. Certificates. Certificates will be issued by the Administration Center after a candidate successfully completes both the written and performance evaluation processes. The certificate will be mailed directly to the member's assigned organization. It is the supervisor's responsibility to update the AF Form 623, **On the Job Training Record**, to reflect the appropriate certification level(s). Civilian members are responsible for ensuring their records, maintained at the civilian personnel office, reflect the appropriate certification level(s).

4.12. Administration Center. The Administration Center will maintain an electronic record on all fire fighters and their applicable certification levels. The Administration Center will forward individual names and certification levels to IFSAC for entry on the national registry.

EUGENE A. LUPIA, Maj General, USAF
The Civil Engineer